



## LAKE HAVASU CITY

### HUMAN RESOURCES/RISK MANAGEMENT

### CAREER OPPORTUNITY

---

**Job Title:** Property/Evidence Technician  
**Department/Division:** Police Department  
**Salary Range:** \$18.97 - \$26.55/Hourly, DOQ; New employees will normally be hired at the first step.  
**Recruitment Type:** Open Competitive  
**Position Information:** Classified position with benefits; FLSA non-exempt  
**Recruitment Number:** OC12-17  
**Posted:** Tuesday, March 6, 2012  
**Filing Deadline:** Tuesday, March 20, 2012; 5:00 PM

#### **EDUCATION AND EXPERIENCE:**

High School Diploma or General Education Diploma (G.E.D.) supplemented by college level coursework in evidence collection and handling, legal and law, courtroom procedures and the criminal justice system, and three (3) years of experience in warehousing, inventory control, or and appropriately related field, preferably in law enforcement and/or high security environment; or, an equivalent combination of education and experience to successfully perform the duties of the job.

#### **JOB RELATED & ESSENTIAL QUALIFICATIONS:**

**Knowledge of:** procedures related to evidence packaging and handling; legal aspects of chain of custody; crime lab procedures of evidence examination; bar code database management systems; basic crime scene processing.

**Skill in:** organizing multiple items/cases simultaneously; problem solving; communication, interpersonal skills as applied to interaction with coworkers, supervisors, court and laboratory personnel and the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Ability To:** climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, see and perform repetitive motions. Incumbent may be subject to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and deadly weapons. Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Hearing Ability:** sufficient to hold conversation with others in person and by telephone.

**Speaking Ability:** sufficient to communicate effectively with others in person and by telephone. Freedom from mental disorders that would interfere with the performance of duties as described.

**NOTE: IT IS THE RESPONSIBILITY OF AN APPLICANT WITH A DISABILITY REQUIRING ACCOMMODATION IN THE SELECTION PROCESS TO CONTACT HUMAN RESOURCES/RISK MANAGEMENT TO REQUEST SUCH AN ACCOMMODATION PRIOR TO THE CLOSING DATE OF THIS RECRUITMENT**

#### **ESSENTIAL DUTIES:**

Processes all evidence, found and safekeeping property submitted by department personnel; stores evidence for further disposition; maintains accurate records on all property; maintains security protocol associated with all types of property; properly submits court documents on property; disposes of property in a timely manner and within state and local guidelines; promptly notifies owners when property is ready for release; coordinates with proper personnel and prepare property for auction; uses evidence tracking software; responds to crime scenes to process, document and tag evidence; ensures required submission paperwork is properly completed as well as lab submission protocol; property disposes of all illegal contraband through knowledge and use of the "Drug Terminator"; testifies in court; maintains regular attendance; performs other duties of similar nature or level.

**SPECIAL REQUIREMENTS:**

Possession of or the ability to obtain a valid Arizona Driver's License of appropriate class; National Incident Management Systems (NIMS) training, based on assignment; Arizona Criminal Justice Information System (ACJIS) Operator Certification Level A within six (6) months of employment; ability to pass a background investigation.

**EXAMINATION:**

The City Reserves the right to consider only the most highly qualified applicants for the succeeding examination processes: Training and Experience Evaluation, Oral Board Interview, Personnel Evaluation Profile (PEP), Fingerprint Identification, Employment Eligibility Verification (EEV) requirements, Polygraph Examination, Extensive Background Investigation, Drug Screening and Physical Examination. Appointment subject to City paid post-employment medical examination after offer of employment has been made.

**APPLY TO:**

**Obtain and submit a completed City application to:**

**LAKE HAVASU CITY HUMAN RESOURCES/RISK MANAGEMENT DIVISION**

**2330 MCCULLOCH BLVD N; LAKE HAVASU CITY, AZ 86403; PHONE (928) 453-4143; TDD (928) 855-3945**

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA); WITH PRIOR NOTICE TO THE HUMAN RESOURCES/RISK MANAGEMENT DIVISION REGARDING TESTING OR JOB PERFORMANCE MODIFICATIONS. THE CITY WILL MAKE EVERY ATTEMPT TO OFFER REASONABLE ACCOMMODATIONS FOR QUALIFIED APPLICANTS AND EMPLOYEES WITH DISABILITIES.

**Lake Havasu City Employment Website: [www.lhcaz.gov](http://www.lhcaz.gov)**



## LAKE HAVASU CITY INFORMATION FOR APPLICANTS

---

---

### **EQUAL EMPLOYMENT OPPORTUNITY:**

All applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability or any other non-merit factor. Employment shall be based upon merit and ability and free of unlawful and political considerations.

### **HOW TO APPLY:**

Follow instructions on job bulletin and application. Applications must be submitted or postmarked before the closing date specified on the job bulletin.

### **MEDICAL EXAMINATIONS:**

The City Physician, through medical examinations, may determine the physical fitness of individuals selected for employment.

### **VACANCIES:**

Classified positions may be filled from an established eligibility list. Unclassified positions do not require posting.

### **PROBATION:**

Each employee selected for a classified full-time authorized position must satisfactorily serve an established probationary period.

### **PERFORMANCE INCREASES:**

Classified and Executive Employees are eligible for consideration for increases in accordance with OPP 3.10

### **RESIDENCY REQUIREMENTS:**

All employees of Lake Havasu City must establish and maintain residence within a reasonable radius of the workplace.

### **EMPLOYMENT ELIGIBILITY VERIFICATION:**

Lake Havasu City will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire. Lake Havasu City is a participant of the Employment Eligibility Verification (EEV) program.

### **STARTING SALARY:**

New employees will normally be hired at the first step of their salary range.

### **LAKE HAVASU CITY BENEFIT PROGRAM**

The Lake Havasu City Benefit Program includes the following:

- Annual Paid Time Off (PTO)
- 10 Paid Holidays Annually
- Employee Health and Dental Insurance
- Life Insurance
- Accidental Death & Dismemberment Insurance
- Optional Vision Insurance
- Optional Supplemental Group Universal Life Insurance
- Optional Cancer & Hospital Intensive Care Insurance
- Wellness Program
- Retirement Benefits
- Optional Deferred Compensation Program
- Social Security Benefits
- Service Awards

### **MISSION STATEMENT**

Our mission is to serve the citizens of Lake Havasu City, to improve the quality of life for all, and to promote community spirit and pride.

We believe in:

**LOYALTY:** To our community, to the organization, and to each other

**COURTESY:** In providing high quality services for all

**INNOVATION:** In planning for a progressive community

**RESPONSIBILITY:** To provide a safe and pleasant environment

**LEADERSHIP:** Which is responsive to staff and community needs

**SUPPORT:** An environment that encourages economic opportunities

**EFFICIENT:** In maintaining and improving City services

**STEWARDSHIP:** In managing our natural resources

**INTEGRITY:** In preserving financial stability

**ACCOUNTABILITY:** By promoting individual responsibility and community involvement

To be a member of our team you will need to support these core values by demonstrating them in your daily interactions with citizens and your teammates

***Information contained herein is subject to change and does not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked without notice.***



# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: PROPERTY/EVIDENCE TECHNICIAN

---

<b>DEPARTMENT:</b> Police	<b>BAND:</b> 619	<b>FLSA STATUS:</b> Non-Exempt
<b>ACCOUNTABLE TO:</b> Sergeant	<b>GRADE:</b> NE	<b>REVISED:</b> March-11

---

#### **CLASS SUMMARY:**

Incumbent is responsible for performing administrative and technical work in the logging, tracking, controlling, releasing and disposal of all property and evidence coming into custody of the Police Department; and providing technical support at major crime scenes.

#### **DISTINGUISHING CHARACTERISTICS:**

The Property/Evidence Technician is a stand-alone classification. It is distinguished from other classes by its criminal justice knowledge requirement in evidence collection, processing and court testimony.

#### **ESSENTIAL DUTIES:**

These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.

- Processes all evidence, found and safekeeping property submitted by department personnel.
- Stores evidence for further disposition.
- Maintains accurate records on all property.
- Maintains security protocol associated with all type of property.
- Properly submit court documents on property.
- Disposes of property in a timely manner and within state and local guidelines.
- Promptly notify owners when property is ready for release.
- Coordinates with proper personnel and prepare property for auction.
- Uses evidence tracking software.
- Responds to crime scenes to process, document and tag evidence.
- Ensures required submission paperwork is properly completed as well as lab submission protocol.
- Properly dispose of all illegal contraband through knowledge and use of "Drug Terminator".
- Testifies in Court.
- Maintains regular attendance.
- Performs other duties of similar nature or level.

#### **KNOWLEDGE (position requirements at entry):**

Knowledge of:

- Procedures related to evidence packaging and handling.
- Legal aspects of chain of custody.
- Crime lab procedures of evidence examination.
- Bar code data base management systems.
- Basic crime scene processing.

#### **SKILLS (position requirements at entry):**

Skill in:

- Organizing multiple items/cases simultaneously.

PROPERTY/EVIDENCE TECHNICIAN  
CLASS SPECIFICATION  
PAGE 2

- Problem solving.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, court and laboratory personnel and the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION AND EXPERIENCE** (position requirements at entry):

High School Diploma or General Education Diploma (G.E.D.) supplemented by college level coursework in evidence collection and handling, legal and law, courtroom procedures and the criminal justice system, and three (3) years of experience in warehousing, inventory control, or an appropriately related field, preferably in law enforcement and/or high security environment; or, an equivalent combination of education and experience to successfully perform the duties of the job.

**LICENSING AND TRAINING REQUIREMENTS** (position requirements at entry):

- Valid Arizona Driver's License of appropriate class.
- National Incident Management System (NIMS) training, based on assignment.
- Arizona Criminal Justice Information System (ACJIS) Operator Certification Level A within six (6) months of appointment.
- Ability to pass a background examination.

**PHYSICAL REQUIREMENTS** (position requirements at entry):

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbent may be subject to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and deadly weapons.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**CLASSIFICATION HISTORY:**

Prepared by Human Resources/Risk Management

Date: 02/11 (smi)

Rev: 03/11 (smi)